



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF STATE PROCUREMENT

1509 West Seventh Street, Suite 300
Post Office Box 2940
Little Rock, Arkansas 72203-2940
Phone: (501) 324-9316
Fax: (501) 324-9311

www.arkansas.gov/dfa/procurement/pro_index.html

MEMORANDUM

To: All State Agencies, Boards and Commissions, Constitutional Offices and Institutions of Higher Education

Atten: Agency Purchasing Staff

From: Joseph A. Giddis,
Director

Date: Revised February 18, 2004

Subject: Changes to Reporting Procedures—Minority Owned Business Act
1814 of 2003

Based upon the results of the initial reporting period under Act 1814 of 2003, we are making changes in the reporting procedures

The Office of State Procurement will report the dollar amount for each commodity, technical services and professional consultant service contract that exceeds \$25,000.00, awarded to a minority owned business, for AASIS **using** agencies. AASIS using agencies must use the proper procurement codes for the report to be accurate. Only those contracts properly processed within the AASIS system will be reported.

Those agencies that are not AASIS **using** agencies (**i.e. reporting agencies**) will report, via web-based reporting screens located at http://www.arkansas.gov/dfa/procurement/pro_index.html under the "Agency" box, the dollar amount for each contract awarded to a minority owned business that exceeds \$25,000.00. We are making changes to the reporting screens and the new screens will be available April 04.

A report that no contracts were awarded for the period is required.

The next reporting period began January 1, 2004 and will close June 30, 2004. Reporting should be completed not later than August 6, 2004

Questions on reporting may be addressed to tom.prigmore@dfa.state.ar.us or (501) 324-9316.